

Sponsor/State Responsibilities

The sponsor will:

- **Handle all the bills and most of the paperwork involved in running the program. (Your employee/volunteer is responsible for keeping records of meals that are served at your site.)**
- **Arrange a pre-operational training session for you that includes:**
 - the kind of meal service (self-preparation or delivered) your site will have;
 - the types of meals your site will serve;
 - the times meals are delivered and served;
 - recognizing and serving a complete meal;
 - the proper method for counting meals;
 - trash removal services;
 - record-keeping requirements for your site's food service;
 - the person to contact about problems and when and where to call them;
 - local health and sanitation standards;
 - local security and safety considerations; and
 - the nondiscrimination policy.
- **Conduct a pre-approval visit to your site to ensure that it is suitable and may request required improvements, if needed.**
- Advise which meal types will be served at your site.
- Evaluate your site to determine maximum numbers of meals by meal type eligible to be served.
- Instruct you on what to do with any leftover meals.
- Supply forms for recording the meals served at your site.
- Assign a monitor to visit your site, review operations, and answer any questions you may have.
- Provide on-site follow-up training and guidance if requested or required.
- Make periodic, unannounced visits to your site.
- Provide program informational material, as necessary, in the appropriate translation concerning the availability of meals and nutritional benefits of the program.
- Educate site employees/volunteers on the nondiscrimination policies required by federal government programs.
- Provide you with information and assistance and participate in problem-solving to correct any problems that may arise.

The sponsor will be reimbursed for the meals that your daily records show were served as first, and possibly second meals to children.

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